



United States Department of State

*Office of Foreign Missions
Washington, D.C. 20520*

NOTICE

New ExxonMobil/Shell Credit Card Application Process

The Office of Foreign Missions (OFM) has been informed that in order to apply for tax exemption on purchases of gasoline from ExxonMobil or Shell, foreign missions, international organizations and their eligible personnel must submit the original or photocopied business/fleet credit card application to OFM. Such applications can be found at all participating ExxonMobil and Shell gasoline stations or on OFM's website at <http://www.state.gov/ofm/tax/gas/applications/index.htm>.

The foreign missions should make sure that the business/fleet credit card applications are signed by the **applicant** and not the "authorizing" or "approving" foreign mission personnel.

The applications must be submitted to OFM. Please do not mail or fax applications directly to the gasoline company. Information concerning the provision of tax-exemption on the purchases of gasoline and diesel fuels is available at OFM's website at www.state.gov/ofm/tax/.

For additional questions or comments concerning this information please contact OFM by telephone at (202)895-3500 option 2, by email at OFMTaxCustoms@state.gov, or the nearest OFM Regional Office.

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